



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This *MS4 SWPPP Application for Reauthorization* form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: Century College, Minnesota *County: Ramsey
(city, county, municipality, government agency or other entity)

*Mailing address: 3300 Century Av. North

*City: White Bear Lake *State: MN *Zip code: 55110

*Phone (including area code): 651.779.3200 *E-mail: patrick.opatz@century.edu

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Lebens *First name: Phil
(department head, MS4 coordinator, consultant, etc.)

*Title: Supervisor - Facilities Maintenance Supervisor

*Mailing address: 3300 Century Ave N.

*City: White Bear Lake *State: MN *Zip code: 55110

*Phone (including area code): 651-779-3312 *E-mail: Phil.Lebens@century.edu

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: _____ First name: _____
(department head, MS4 coordinator, consultant, etc.)

Title: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone (including area code): _____ E-mail: _____

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this *MS4 SWPPP Application for Reauthorization* form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Mike Houfer
(This document has been electronically signed)

Title: Physical Plant Manager Date (mm/dd/yyyy): 12/12/13

Mailing address: 3300 Century Ave N.

City: White Bear Lake State: MN Zip code: 55110

Phone (including area code): (651) 747-4085 E-mail: mike.houfer@century.edu

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Standard Operating Procedure for limiting Non-Storm Water discharges with the city of White Bear Lake and City of Mahtomedi	Illicit Discharge Detection and Elimination (IDDE) illicit discharge enforcement
City of White Bear Lake and City of Mahtomedi	"Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances."

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

CENTURY COLLEGE

STANDARD OPERATING PROCEDURE FOR LIMITING NON-STORMWATER DISCHARGES

SECTION I. PURPOSE/INTENT

The purpose of this Standard Operating Procedure (SOP) is to provide for the health, safety, and general welfare of the students, faculty, and staff of Century College through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This SOP identifies typical non-stormwater discharges, establishes methods for locating non-stormwater discharges, and establishes methods for responding to non-stormwater discharges that enter into the College's municipal separate storm sewer system (MS4). This SOP has been established in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process.

SECTION II. RESPONSIBILITY FOR ADMINISTRATION

Representatives of Century College shall administer, implement, and enforce the provisions of this SOP.

SECTION III. ILLICIT DISCHARGE PROHIBITION AND DEFINITION

No person shall discharge or cause to be discharged into the College's storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

1. *The following discharges are exempt from discharge prohibitions established by this SOP: water line flushing*

or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if dechlorinated - typically less than one PPM chlorine), firefighting activities, and any other water source not containing Pollutants.

2. Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.

3. Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.

4. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

SECTION IV. REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES

Century College will identify Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S.

Additionally, the College, under its current MS4 permit with the MPCA, will utilize the various Minimum Control Measures to control and reduce non-stormwater discharges into the College's Municipal Separate Storm Sewer System.

SECTION V. WATERCOURSE PROTECTION

The College shall keep and maintain all watercourses within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse.

SECTION VI. MONITORING OF DISCHARGES

The College shall inspect facilities subject to regulation under this SOP as often as may be necessary to determine compliance with this SOP.

SECTION VII. NOTIFICATION OF SPILLS

Notwithstanding other requirements of law, as soon as any Century College Grounds or Public Safety employee has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day.

SECTION VIII. ENFORCEMENT

Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances.

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU illicit discharge detection and elimination policy

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☐ Ordinance

☐ Contract language

☒ Policy/Standards

☐ Permits

☐ Rules

☒ Other, explain:

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU illicit discharge detection and elimination policy. The procedure will be under Board Policy 5.24-Regulatory Compliance.

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Century College Standard Operating Procedure for limiting Non-stormwater discharges CENTURY COLLEGE
STANDARD OPERATING PROCEDURE FOR LIMITING NON-STORMWATER DISCHARGES

SECTION I. PURPOSE/INTENT

The purpose of this Standard Operating Procedure (SOP) is to provide for the health, safety, and general welfare of the students, faculty, and staff of Century College through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This SOP identifies typical non-stormwater discharges, establishes methods for locating non-stormwater discharges, and establishes methods for responding to non-stormwater discharges that enter into the College's municipal separate storm sewer system (MS4). This SOP has been established in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process.

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- The following discharges are exempt from discharge prohibitions established by this SOP: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if dechlorinated - typically less than one PPM chlorine), firefighting activities, and any other*

water source not containing Pollutants.

2. Discharges specified in writing by the authorized enforcement agency as being necessary to protect public health and safety.
3. Dye testing is an allowable discharge, but requires a verbal notification to the authorized enforcement agency prior to the time of the test.
4. The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

SECTION IV. REQUIREMENTS TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES

Century College will identify Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S.

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SECTION VI. MONITORING OF DISCHARGES

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SECTION VII. NOTIFICATION OF SPILLS

Notwithstanding other requirements of law, as soon as any Century College Grounds or Public Safety employee has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day.

SECTION VIII. ENFORCEMENT

Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances.

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU illicit discharge detection and elimination policy

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Construction site stormwater runoff control

A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If yes:

a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract language |
| <input checked="" type="checkbox"/> Policy/Standards | <input type="checkbox"/> Permits |
| <input type="checkbox"/> Rules | |
| <input checked="" type="checkbox"/> Other, explain: | |

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU construction Site Storm Water runoff control program. The procedure will be under Board Policy 5.24-Regulatory Compliance.

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Minnesota Sustainable Building Guidelines

for New Buildings and Major Renovations

Version 2 .2 Update

March 2013

S.2 Stormwater Management

and MNSCU Facilities Design Standards (Revised December 2010), that

projects incorporate NPDES Construction Activity requirements for erosion and sediment control and construction stormwater runoff control.

Minnesota Sustainable Building Guidelines (B3) Section S.6 for Erosion and Sediment Control.

• Seek direction from Local Government Unit or authority having jurisdiction over the project's stormwater management. Understand applicable rules, regulations, and permitting requirements.

Predesign-Programming

• Perform a topographic, utility, boundary, and wetland surveys, as applicable.

• Identify areas on-site where the site conditions and topography will facilitate stormwater management. Identify areas on-site where the site conditions do not allow for stormwater treatment or infiltration, such as groundwater recharge areas or karst topography.

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• Perform a geotechnical analysis of the site to determine soil types, infiltration rates, and areas best suited for stormwater management.

Schematic Design

• Complete general calculations to estimate the volume of stormwater that will need to be

treated on-site per the Guideline requirements. Identify stormwater management techniques that are appropriate for the amount and type of stormwater generated by the developed site.

Design Development through Construction Documents

- *Finalize stormwater calculations to determine the volume of stormwater that will need to be treated on-site per the Guideline requirements.*
- *Develop details and specifications for the stormwater management techniques identified for the project and size the techniques based on the stormwater calculations.*

Construction Administration

- *Monitor submittals for compliance with plans and details.*
- *Make bidders aware of specific requirements for stormwater management.*

Construction

- *Hold a pre-construction meeting to identify requirements for the construction of stormwater management areas and for protection during and after the construction process.*
- *Construct stormwater management features in a sustainable manner, according to drawings and specifications.*

Ongoing Occupancy and Next Use

- *Develop an Operations and Maintenance manual for the ongoing care of the stormwater management areas.*
- *Maintain stormwater management areas per the Operations and Maintenance manual.*
- *Maintain as-built records of stormwater systems.*
- *Monitor the stormwater management techniques and record the performance data.*

S.3 Soil Management

Schematic Design through Construction Documents

- *Develop a soil management plan to prevent erosion, maintain and protect topsoil, amend soil, and provide adequate soil rooting volume to grow large, healthy trees per the Guideline requirements.*

Construction Administration

- *Monitor submittals for compliance with plans and details.*
- *Design Team shall observe that performance criteria of the soil management plan are being met.*

Construction

- *Hold a pre-construction meeting to identify requirements for protection, preservation, and enhancement of site soil during and after the construction process.*
- *Implement practices to meet performance criteria according to the drawings and specifications.*

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg.*

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

MNSCU, is in the process of developing a policy to meet the MS4 permit requirement for regulatory mechanisms.

The schedule is listed below along with the steps for Century

College to implement it:. The procedure will be under Board Policy 5.24-Regulatory Compliance.

- 1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013*
- 2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013*
- 3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013*
- 4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014*
- 5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014*
- 6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014*
- 7. Chancellor approves system procedure. To be completed by June 30, 2014*
- 8. System procedure sent for adding to the website. To be completed by July 15, 2014*
- 9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014*
- 10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.*
- 11. College to implement policy by January 1, 2015.*

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The schedule is listed below along with the steps for Century

College to implement it:. The procedure will be under Board Policy 5.24-Regulatory Compliance.

- 1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013*
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- 4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014*

5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014
6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
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11. College to implement policy by January 1, 2015.

in the mean tim we have bee using the
 Minnesota Sustainable Building Guidelines
 for New Buildings and Major Renovations
 Version 2 .2 Update
 March 2013

S.6 Erosion and Sedimentation Control During Construction Minnesota Sustainable Building Guidelines
 for New Buildings and Major Renovations
 and MNSCU Facilities Design Standards (Revised December 2010),that
 projects incorporate NPDES Construction Activity requirements for erosion and sediment control and
 construction stormwater runoff control.

Agency Planning

☐ Seek direction from Local Government Unit or authority having jurisdiction over the project's
 erosion and sedimentation control. Understand applicable rules, regulations, and permitting
 requirements.

Predesign-Site Selection

☐ Determine soil type, soil structure, and limitations of soil, by performing a detailed
 geotechnical analysis.

Schematic Design through Construction Documents

☐ Determine what types of erosion and sedimentation control measures are appropriate for the
 specific types of soils on the site.

☐ Develop drawings and specifications that protect soil, water and utilities dfrm erosion and
 sedimentation.

Construction Administration

☐ Monitor submittals for compliance with plans and details.the construction process.

☐ Coordinate with contractors to ensure correct application of erosion and sedimentation
 controls and necessary modifications.

Construction

☐ Maintain temporary erosion control until the site is fully vegetated and stabilized and the
 stormwater management techniques are fully functional and online.

Ongoing Occupancy

☐ Create an Operations and Management manual tha requires at least inspections and
 necessary maintenance of the site and stormwater management areas for erosion and
 sedimentation. .

Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☐ Ordinance

☐ Contract language

☒ Policy/Standards

☐ Permits

☐ Rules

☒ Other, explain: MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU Post Construction Stormwater Management plan . The procedure will be under Board Policy 5.24-Regulatory Compliance.

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Minnesota Sustainable Building Guidelines

for New Buildings and Major Renovations

Version 2 .2 Update

March 2013

Construction Administration

- *Monitor submittals for compliance with plans and details.*

Ongoing Occupancy and Next Use

- *Develop an Operations and Maintenance manual for the ongoing care of the stormwater management areas.*

- *Maintain stormwater management areas per the Operations and Maintenance manual.*

- *Maintain as-built records of stormwater systems.*

- *Monitor the stormwater management techniques and record the performance data.*

S.3 Soil Management

Schematic Design through Construction Documents

- *Develop a soil management plan to prevent erosion, maintain and protect topsoil, amend soil, and provide adequate soil rooting volume to grow large, healthy trees per the Guideline requirements.*

Construction Administration

- *Monitor submittals for compliance with plans and details.*

- *Design Team shall observe that performance criteria of the soil management plan are being met.*

Direct link:

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☐ Yes ☒ No

2. **Conditions for post construction stormwater management:** Requires the use of any

combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

- a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
- 3. Stormwater management limitations and exceptions:**
- a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No
- 4. Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
 - d. Mitigation projects shall be completed within 24 months after the start of the original ☐ Yes ☒ No

construction activity.

- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU Post Construction Stormwater management plan. Also MNSCU, is in the process of developing a policy to meet the MS4 permit requirement for regulatory mechanisms.

The schedule is listed below along with the steps for Century

College to implement it: . The procedure will be under Board Policy 5.24-Regulatory Compliance.

- 1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013*
- 2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013*
- 3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013*
- 4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014*
- 5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014*
- 6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014*
- 7. Chancellor approves system procedure. To be completed by June 30, 2014*
- 8. System procedure sent for adding to the website. To be completed by July 15, 2014*
- 9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014*
- 10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.*
- 11. College to implement policy by January 1, 2015.*

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No
1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
 2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B. Describe your ERPs:

Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances.

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish Enforcement response Proceduree . The procedure will be under Board Policy 5.24-Regulatory Compliance.

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

Larson Engineering has put ourStorm sewer system map in a cad program. when we have a change they can easily update our Map.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☐ Yes ☒ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Larson Engineering will provide a A unique identification # and Associated geographic coordinate to our Storm Sewer system and it will be added to our Storm Water map and updated on our Cad file by September 2014

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Larson Engineering will provide a a unique identification # and Associated geographic coordinate to our Storm Sewer system and it will be added to our Storm Water map and updated on our Cad file by September 2014

(1) A unique identification (ID) number assigned by the permittee

(2) A geographic coordinate

(3) Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA ☐ Yes ☒ No on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4> , according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

Currently we limit our amount of salt applied to the parking lots. We do this by plowing snow as much as possible to get it removed from roads and lots, This allows the sun to evaporate the remaining snow. We cut the grass using a mulching mowers and try to leave as much mulch and grass clippings as possible. We use very little fertilizer and weed control is only spot treatments. We are in the process of developing a website for grounds that will give us more opportunity for information and outreach.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Public Education -Permanent SWPPP sign in lot. Education Island In Parking Lot that is fully functional with permeable pavers, permeable porous cement, Silva cells demonstration Silva Cell is a modular suspended pavement system that uses soil volumes to support large tree growth and provide powerful on-site storm water management through absorption, evapotranspiration, and interception.	Approx.; 10,000 visitors – to view Sign and Education Island.
Annual Meeting The College will provide at least 30 days' notice to students and local interested groups through the College Media relating to the date, time and details of the annual public meeting. The meeting will be held in approximately May of each year to present progress to date on the Colleges SWPPP for the past year and required activities for the following year. The College will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The College will consider both written and oral public comments	Annual Meeting -Notify participants of SWPPP availability and discuss our Storm water Pollution Prevention system. Take comments.
Availability of Storm water Pollution Prevention Program SWPPP Documents	Provide copy of century college SWPPP annual report

BMP categories to be implemented	Measurable goals and timeframes
Public education on illegal dumping of leaves and trash in parking lots.	2015 Track Visitors to Century College web site MS4 storm water page.
Public education on pet waste disposal stations available on campus ,	1. 2015 Track Visitors to Century College web site MS4 storm water page. 2.Track # of brochures distributed at public meetings, and public displays
Develop a Website Page for Storm water Information and materials distributed in school social media, newspaper, Facebook, Twitter media and Bulletin. Provide MS4 information thru public meetings, open houses and special events; Develop informational materials such as videos, brochures and a displays	1 .2015 Informational materials distributed in school social media and newspaper, Facebook, Twitter. Century College Bulletin will educate the target audiences by giving them a good understanding of a variety of water quality topics and how citizens can make a difference. 2.Track # of brochures distributed at public meetings, and public displays
Distribute information about reducing TMDL's to Lake St Croix Century college is working on reducing TMDL for Lake St. Croix: Excess Nutrients. Century College MS400171 Lake St. Croix Nutrient TMDL 82-0001 Categorical 24.1 lbs./day 34% N/A Lake St. Croix Phosphorus 8/8/2012 Public Education concerning Lake St. Croix: Excess Nutrients 07030005 St. Croix River Basin	2015 Track Visitors to Century College web site MS4 storm water page. 2.Track # of brochures distributed at public meetings, and public displays

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens - Facilities Supervisor

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

The College will provide at least 30 days' notice to students and local interested groups through the College Media relating to the date, time and details of the annual public meeting. The meeting will be held in approximately May of each year to present progress to date on the Colleges SWPPP for the past year and required activities for the following year. The College will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The College will consider both written and oral public comments

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Public meeting	Notify 30 days in advance Students, staff and public of annual public meeting.
Comply with public notice requirements	Notify 30 days in advance Students, staff and public of annual public meeting.
Display of storm water System with a storm water Education Island in the west campus parking Lot.	10,000 visitors to campus.

BMP categories to be implemented	Measurable goals and timeframes
The College's SWPPP education program will be developed using a web based SWPPP page on our website. Including, Public Meetings, special events related to water issues, Displays of our Storm water system, website information, and printable brochures including newspaper articles, mailings, public meetings, information Signs, student participation programs and web-based information access and social media will be available.	2014 Develop Century College Ms4 Website and Storm water Page/Grounds. 2015 Informational materials distributed in school social media and online newspaper, Facebook, Twitter and web page. Educate the target audiences by giving them a good understanding of a variety of water quality topics and how citizens can make a difference.
Physical Signs and Brochures. College social news medium. Information would include information to the Public on the need to reduce our TMDL and Storm water management Plan	Ongoing- Distribute storm water-related literature to Students, Faculty and visitors. Track Literature. Track # of literature distributed and web site visits.

3. Do you have a process for receiving and documenting citizen input? ☐ Yes ☒ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

Century college will be developing a web page dedicated to storm water mgt. Citizen input will be part of the website.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens - Facilities Supervisor

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

Century college staff actively look for illicit discharges. we are out in the parking lots and grounds daily. we vaccum up leaves and trash with a All Terrain vaccum and we are inspecting for any thing out of the ordinary. we respond to any illicit discharges and call the appropriate person to deal with an issue. MINNESOTA DUTY OFFICER at 1-800-422-0798 Twin Cities: 651-649-5451

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- | | |
|--|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Procedures for the timely response to known, suspected, and reported illicit discharges. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Procedures for investigating, locating, and eliminating the source of illicit discharges. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Procedures for responding to spills, including emergency response procedures to prevent spills from | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061.

- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Century staff are actively looking for illicit Discharges and reporting them immediately to Supervisor.	Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances.
Respond to complaints or information relating to potential illicit discharges and illegal dumping.	
.	Ongoing -Annually
inspection program of the storm system	Annually
Storm sewer system map	Maintain Storm sewer Map
BMP categories to be implemented	Measurable goals and timeframes
Century College has prepared with the help of Larson Engineering a map that shows the location of the campus storm sewer system, components and receiving water bodies. Century College has updated its storm sewer maps and will continue to do so as they change. We will add GPS coordinates to the MS4 Storm Sewer Map Summary of Structural Pollution control devices pipes and conveyances Rain gardens Sediment basins and Ponds and Out falls to receiving waters The map currently helps facilitate management of the overall illicit discharge detection and elimination program and the BMP maintenance program. The map is currently drafted and is updated annually. The map will identify: 1) ponds, streams, lakes and wetlands that are part of the College's storm system; 2) structural pollution control devices (grit chambers, separators, etc.); 3) all pipes and conveyances as a goal, but at a minimum, those pipes that are 24 inches in diameter and over; and 4) Out falls to receiving waters and other MS4s, structures that discharge directly to groundwater, overland discharge points and all other points that are outlets, but not diffuse flow areas. Additionally we will Complete storm sewer system inventory with GPS coordinates and unique identification names. Submit Pond Inventory Form to be completed within 12 months of extension of permit coverage	2014 Add GPS coordinates to Storm water map and Submit Pond Inventory Develop and keep on file a detailed storm sewer map showing all ponds, rivers, streams, lakes, wetlands, storm water drains, and all conveyances, including those 12 inches or larger in diameter. Map also includes structural Pollution control devices and discharges leaving the system. Convert map to electronic format and update annually.
	Dec 2015 system inventory and GPS coordinates on website Update Annually
Web based information online	

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

MnSCU is currently developing an MS4 Regulatory Mechanism to formally establish a MnSCU illicit discharge detection and elimination policy

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens- Facility supervisor.

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

Currently we use MNSCU Standards with Construction representatives and contract Language to review and inspect the construction sites. We follow the Minnesota Sustainable Building Guidelines

for New Buildings and Major Renovations

Version 2 .2 Updated March 2013

and MNSCU Facilities Design Standards (Revised December 2010)

projects are to incorporate NPDES Construction Activity requirements for erosion and sediment control and construction stormwater runoff control.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):

- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
- b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
- c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☒ Yes ☐ No
- d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
- 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
- 2) Does your program identify a frequency at which you will conduct construction site inspections? ☒ Yes ☐ No
- 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☒ Yes ☐ No
- 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The schedule is listed below along with the steps for Century

College to implement it.. The procedure will be under Board Policy 5.24-Regulatory Compliance.

1. System Office-Public Safety & Compliance reviews/develops system procedure with assistance of others as appropriate. Completed August 30, 2013

2. Vice Chancellor – CFO reviews/system procedure revised as necessary. Completed September 30, 2013
3. Office of General Counsel reviews/system procedure revised as necessary. To be completed by December 31, 2013
4. Leadership Council/Cabinet reviews/system procedure revised as necessary. To be completed by February 28, 2014
www.pca.state.mn.us • 651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats
wq-strm4-49a • 5/31/13 Page 5 of 21
5. Send out for Consultation (with deadline for responses) Suggested: Presidents, CFFOs, CAOs, CSAOs, Statewide Student Associations, Faculty and Staff Associations. To be completed by April 30, 2014
6. Vice Chancellor - Chief Financial Officer approves system procedure. To be completed by May 31, 2014
7. Chancellor approves system procedure. To be completed by June 30, 2014
8. System procedure sent for adding to the website. To be completed by July 15, 2014
9. Colleges/universities informed of new/revised procedure. To be completed by August 1, 2014
10. College to develop processes to implement established policy. August 14, 2014- December 31, 2014.
11. College to implement policy by January 1, 2015.

in the mean tim we have bee using the
Minnesota Sustainable Building Guidelines
for New Buildings and Major Renovations
Version 2 .2 Update
March 2013

S.6 Erosion and Sedimentation Control During Construction Minnesota Sustainable Building Guidelines
for New Buildings and Major Renovations
and MNSCU Facilities Design Standards (Revised December 2010), that
projects incorporate NPDES Construction Activity requirements for erosion and sediment control and
construction stormwater runoff control.

Agency Planning

☐ Seek direction from Local Government Unit or authority having jurisdiction over the project's
erosion and sedimentation control. Understand applicable rules, regulations, and permitting
requirements.

Predesign-Site Selection

☐ Determine soil type, soil structure, and limitations of soil, by performing a detailed
geotechnical analysis.

Schematic Design through Construction Documents

☐ Determine what types of erosion and sedimentation control measures are appropriate for the
specific types of soils on the site.

☐ Develop drawings and specifications that protect soil, water and utilities form erosion and
sedimentation.

Construction Administration

☐ Monitor submittals for compliance with plans and details.the construction process.

☐ Coordinate with contractorsto ensure correct application of erosion and sedimentation
controls and necessary modifications.

Construction

☐ Maintain temporary erosion control until the site is fully vegetated and stabilized and the
stormwater management techniques are fully functional and online.

Ongoing Occupancy

☐ Create an Operations and Management manual that requires at least inspections and necessary maintenance of the site and stormwater management areas for erosion and sedimentation. .

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Follow MNSCU Standards	2014 MNSCU is currently developing an ms4 regulatory mechanism to formally establish a construction Site storm water runoff control policy
The College and its representatives comply with State, County, City and Watershed storm water ordinances. MNSCU is currently developing these further.	Ongoing policy
Century staff are actively looking for erosion, grass clippings ,leaves left on the grounds and reporting them immediately to Supervisor	Century College lies within the cities of White Bear Lake and Mahtomedi and has partnered with these municipalities in order to provide enforcement, if necessary. Enforcement and/or fines are stipulated by the local municipality's ordinances
BMP categories to be implemented	Measurable goals and timeframes
MNSCU regulatory Mechanism	2015 MNSCU is currently developing an ms4 regulatory mechanism to formally establish a construction site storm water runoff control policy at least as stringent as the MPCA NPDES/SDS construction storm water general permit.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens - Facility Supervisor

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

Century college utilizes stormwater controls in its construction projects, century college has pervious cement, pervious asphalts installed in the parking lots, we also have Raingardens, and underground chambers to hold back storm surge water.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No

- b. All supporting documentation associated with mitigation projects that you authorize? ☒ Yes ☐ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☒ Yes ☐ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
The College and its representatives comply with State, County, City and Watershed storm water ordinances. MNSCU is currently developing these further.	2014 MNSCU is currently developing an ms4 regulatory mechanism to formally establish an Post construction Stormwater management Plan
Follow MNSCU Standards	Ongoing
Inspect bmp 's	Ongoing Inspections
Permeable pavements	installations of permeable pavement
	.

BMP categories to be implemented	Measurable goals and timeframes
MNSCU regulatory Mechanism	2015 MNSCU is currently developing an ms4 regulatory mechanism to formally establish an Post construction Stormwater management Plan
Chamber max or equivalent	Ongoing Installations of chamber max or equivalent in new construction
Permeable pavements	Ongoing installations of permeable pavement

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens - Facility Supervisor

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The College currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. College staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.

The College is utilizing the North Right Project Management Software system that will assist in evaluating the frequency of maintenance for components of the College's system. As the system is populated with data, the City will be better able to evaluate the need for more or less frequent maintenance of BMPs, storm system and material storage and handling areas.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☒ Yes ☐ No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
The College currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. College staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.	
The College is utilizing the North Right Project Management Software system that will assist in evaluating the frequency of maintenance for components of the College's system.	Floatables and debris are vacuumed up Daily as weather permits.
Techniques	Proper applications
Fertilizer application	Proper applications
Mulch leaves	As much as possible
Winter maintenance: reduced salt and sand use. Do not over apply remove snow first.	Ongoing
BMP categories to be implemented	Measurable goals and timeframes
The College will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will be done as weather permits (late March to early April) through the first snowfall. Parking lots, drains and gutters are vacuumed daily during the Spring summer and fall.	
	Annual Street Sweeping and vacuuming
Develop Century College Website and Storm water Page/Grounds that shows the benefits of street sweeping and vacuuming. Post on website,	2014 Develop Century College Ms4 Website and Storm water Page/Grounds.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

a. If **no**, continue to 6.

- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal ☐ Yes ☐ No

- C. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Within 12 months, Develop a procedure and schedule for determining the TSS and TP treatment of owned ponds constructed and used for the collection and treatment of stormwater. Establish initial training to seasonal Employees on SWPPP procedures and requirements relevant to the permit..

Develop Stormwater management training that addresses the importance of protecting water quality and covers the employees duties relevant to the storm water permit.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Phil Lebens-Facilities Supervisor

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☒ Yes ☐ No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No
1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information "" items (TMDL Project Name, Type of WLA, WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
Century College	MS400171	Lake St. Croix Nutrient TMDL	82-0001	Categorical	24.1	lbs/day	34%	N/A	Lake St. Croix	Phosphorus	8/8/2012

Compliance Schedule PART II.D.6.f.-g.

Is your MS4 currently meeting its WLA for any approved TMDLs?

- ☐ No (Proceed to Table 1)
- ☒ Yes (Provide the following information below)

If yes, indicate the WLAs (may be grouped by TMDL Project) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide a narrative strategy for the long-term continuation of meeting each WLA. PART II.D.6.g.(1)-(2)

WLA- being met - Phosphorus TMDL Project Lake St. Croix Nutrient TMDL

We use no Phosphorus Fertilizers. We remove Leaves,and debris daily from our parking lots by using a ATLV (All Terrain Vacuum)
Our leaf and grass clippings are composted on site.
Bonestroo constructed our new parking lot and with the help of the valley Branch WaterShed District and Barr Engineering they designed our new parking lot to meet our Storm water requirements. We went a step further and designed a Storm Water education area that show cases the technology available for storm water management. With all of our work on campus we add another feature to our storm water management .The east campus parking lot has pervious pavement and multiple rain gardens , rain swales and areas for water to be filtered and infiltrate back in to the ground. our storm water map is continueally being updated as we add new features.

West Campus Parking Lot Reconstruction (Century College)
infiltration system meets runoff requirements for our parking lot redesign.
City: White Bear Lake
State/Province: Minnesota
Installation Type: Stormwater
Project Application: Parking
Project Category: Institutional

Silva Cell Installation in our New Parking Lot combined with two banks of Storm tech filter our runoff from the parking lot.
Sylva cell is a modular suspended pavement system that uses soil volumes to support large tree growth and provide stormwater management through absorption, evapotranspiration, and interception.

Silva cell installation is combined with Pervious Pavers, Pervious cement , Biofiltration and our StormTech systems
West campus new Parking Lot
182 Stormtech MC-3500 Chambers
28 Stormtech MC-3500 end caps
installed with 6 " cover stone and 9" Base Stone.
Volume 32,106 cubic feet in west Bank
Volume 32,106 cubic feet in East Bank

East campus Link storm water management installation
CHAMBERMAXX installed in new Parking lot on East campus Link Addition.
volume 1,263 CF in new Handicap parking lot.
Keeps runoff on-site with subsurface infiltration system
The ChamberMaxx corrugated, open-bottom arch system helps with our runoff reduction requirements by providing infiltration.

It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Interim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including those ID numbers at the time of application may be useful in tracking implementation efforts. If a pond that will be included in the pond inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the pond inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MPCA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	TMDL Project Name & Pollutant1

Strategies for continued BMP implementation beyond the term of this permit. PART II.D.6.f.(3)

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Table 2
 Target dates the applicable WLA(s) will be achieved. PART II.D.6.f.(4)

TMDL Project	Target Date to Achieve WLA